

OFFICERS OF THE SOCIETY

Role Descriptions

The President will:

- be the primary spokesperson for the Society
- represent or appoint a designate to represent the Society in its official context with stakeholders
- attend social functions of the Society as deemed appropriate
- serve as Chair of the Executive Committee and the Nominating Committee
- serve as member of the Governance Committee and CEO Evaluation Committee
- act as a sounding board and counsel for the CEO
- perform the duties of Board Chair in the absence of the Chair
- serve as an ex-officio member of all committees of the Society where not a full voting member of the committee
- demonstrate integrity and ethical leadership
- sign all documents requiring an official signature of the Society; and
- perform other duties as customary for the position.

The President-Elect will:

- assist in the performance of the President's duties
- in the absence of the President, perform the functions of the President
- if the office of President becomes vacant, serve as Acting President and in that capacity will assume all the powers and duties of the President during the unfinished portion of that presidential term
- serves as a member of the Board, Executive Committee, Nominating Committee and CEO Evaluation Committee
- serve as an ex-officio member of all committees of the Society where not a full voting member of the committee
- demonstrate integrity and ethical leadership; and
- after one year assume the office of President at the conclusion of the Annual General Meeting.

The Past President will:

- support the President in his/her position through mentoring, coaching and advising
- serve as a member of the Board, Executive Committee, Nominating Committee, Governance Committee and CEO Evaluation Committee
- provide continuity to the organization by providing historical context for issues
- chair special or ad hoc committees if required
- where there is an organizational need, take on projects or special assignments that would be suited for someone with the breadth of knowledge that a Past President would have
- continue to advocate for the profession and for the association wherever and whenever possible; and
- demonstrate integrity and ethical leadership

The Chair of the Board is responsible for the effective functioning of the Board in its role in governing the association, which includes but is not limited to:

- working with the CEO to prepare Board meeting agendas
- being the primary spokesperson for the Board

- presiding over meetings of the Board and the Annual General Meeting
- delivering the report of the Board to the Annual General Meeting
- ensuring the Board successfully fulfills its purpose and responsibilities
- keeping abreast of new developments and evolving best practices in good governance and ensuring the DNS Board and the behaviour of its members reflect those best practices
- monitoring compliance of Board members with the code of conduct
- providing Board members with an opportunity to participate in all Board discussions, including the promotion of meaningful dialogue at Board meetings
- developing content for annual governance education sessions
- ensuring all new Board members receive a proper orientation
- ensuring all Board decisions are made effectively, communicated appropriately and, through the CEO, implemented to the satisfaction of the Board
- building board unity, solidarity and trust
- demonstrating integrity and ethical leadership
- respecting and reinforcing the appropriate roles of the Board and management
- serving as a member of the Board, Executive Committee, Nominating Committee, Governance Committee and CEO Evaluation Committee
- acting as the Board's central point of official communication with the CEO; and
- acting as the position to whom complaints concerning the conduct of the CEO may be brought.

The Chair of the Audit Committee will:

- be a member of the Board
- have oversight of the finances of the Association
- serve as Chair of the CEO Evaluation Committee
- serve as member of the Executive Committee; and
- demonstrate integrity and ethical leadership

By-laws last approved June 2019

All role descriptions last reviewed by the Governance Committee in December 2020

Approved by the Board of Directors in January 2021